

Southwestern University

SYLLABUS INFORMATION - IMPORTANT

It is important to distribute a detailed syllabus to students for each course each semester. **As stated in the *Faculty Handbook*, a copy of the syllabus for every course should be filed each semester with the department/program chair.** As you know, grade disputes between faculty and students are much more easily resolved when a detailed syllabus has been made available.

According to the *Faculty Handbook*, each syllabus should include the following:

- ❖ **An orientation to the course:** student learning outcomes; topics to be covered; expectations for individual or collaborative work; tentative dates for tests and assignments; and expectations regarding workload. **Note.** Syllabi should reflect the in-class and out-of-class work expectations for students in the course. These workload expectations should adhere to the following University policy (see "Semester Credits at Southwestern University" posted on the [Registrar's page here](#)): Courses yielding 4 credits at Southwestern University must meet one of the two following standards :

Option A: Minimum class time of 150 minutes per week with students expected to work outside of class a minimum of 2.5 hours per week, per credit.

Option B: Minimum class time of 200 minutes per week with students expected to work outside of class a minimum 2 hours per week, per credit.

Class time and out-of-class work for courses yielding fewer than four credits should be expressed as the corresponding proportion of a 4-credit course workload.

- ❖ **Attendance Policy:** the University's policy on absences due to religious and cultural traditions; the more specific your attendance policy is, the better – especially if you plan on implementing the involuntary withdrawal option;
- ❖ **Grading Policy:** what percentage tests, papers, attendance, class participation, etc. count toward the course grade;
- ❖ **Required Activities Outside the Normal Class Period:** tests, lectures, field trips, performances, and other events.

Paideia Integrated: it is also recommended that each syllabus includes language describing the process of making connections between ideas within the course material as well as potential intersections with other courses.

Refer to the section ***Academic Rights for Students*** in the *Faculty Handbook* for additional information. We have agreed as a faculty that the design of each of our courses should conform to these guidelines.

It is also helpful to include any special instructions regarding what you consider academic dishonesty in your class. You may contact the office of the Dean of Students, for further information about the University's Honor Code.

It is also advised that you include the following statement about accommodations for students with disabilities:

Southwestern University will make reasonable accommodations for persons with documented disabilities. Students should contact the Center for Academic Success to determine their eligibility to receive accommodations.

If you have any questions regarding the preparation of syllabi, particularly in regard to discipline-specific matters or about the **Academic Rights for Students**, you should confer with your department or division/school chair.